

Executive Secretary I (FSM Department of Education) Pohnpei [closing date: February 6, 2026]

It is the policy of the FSM Government that qualified FSM citizens is given first priority for employment consideration; with other Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Executive Secretary I

PL-24/1

\$507.63 B/W + \$40.00 COLA = \$547.63

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

Department of Education
FSM National Government
Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

Prepare, format, and distribute officials' correspondence, reports, and meeting minutes; Maintain organized filing systems for both digital and physical records; Manage calendars, schedule meetings, and coordinate logistics for division events; Serve as liaison for internal and external communications, perform other duties as assigned.

Qualification Requirements:

Graduation from a High school with a diploma or equivalent; associate degree or higher preferred. At least two (2) years of clerical or administrative support experience; Demonstrated ability to manage office tasks such as filing, scheduling, and correspondence; Basic proficiency with office software (e.g., Microsoft Word, Excel, Email systems).

Secure Application Forms From and Return to FSM National Government Personnel Office

or send your application, resume, along with other credentials to the below email address:

personnel@personnel.gov.fm